

JOB ANNOUNCEMENT
Posting Date 05/30/2018
Legislative Research Commission

Appropriations and Revenue

The Legislative Research Commission is accepting applications for the position of **Committee Assistant** in the Interim Joint Committee on Appropriations and Revenue. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Help with committee meeting logistics, including planning and in-meeting coordination and distribution of materials, and otherwise help with staffing of meetings; collect legislators' travel vouchers and send to General Assembly Business Office.
- Work when requested with other committees or task forces during an interim or session.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Prepare committee minutes, reports, and other communications.
- Maintain bill logs and other information to facilitate efficiency during the session and interim.
- Enter text and data in necessary formats for committee correspondence and other documents.
- Proofread documents for proper format, accuracy, and style.
- Answer telephone and greet and otherwise assist guests.
- Answer routine questions from staff and non-staff about office or committee procedures.
- Collect, copy, and sort materials.
- Coordinate ordering of supplies.
- Attend training as needed or directed.
- Perform other duties as assigned.

Minimum Requirements: A high school diploma or GED supplemented by three years in legislative affairs, business administrative work, research, or a related field. Experience may be substituted for education at the discretion of the hiring supervisor/manager.

Desired Skills and Abilities:

- Ability to perform well with minimum supervision and increasing responsibilities.
- Basic computer skills with knowledge of Windows Office products, or demonstrated ability to learn Windows Office products.
- Knowledge of basic office procedures.
- Ability to follow oral and written instructions.
- Willingness to assist other committees and work with other projects.

- Willingness to meet short deadlines.
- Ability to work in team environment.
- Willingness to work with other agencies, legislators, and the public.
- Ability to follow writing styles.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business June 8, 2018. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at www.lrc.ky.gov/lrc/LRCapplication.pdf) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Deputy Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.